

*General Instructions*

*The following information is necessary to present an item to the State Allocation Board (SAB) requesting a subordination of the State's lien on real property of school districts.*

*The State Allocation Board meetings are held on the second and fourth Wednesdays of each month. This information must be received in the Office of Public School Construction a minimum of three weeks prior to the SAB meeting date the lien subordination item is to be presented.*

*This request must be signed by the authorized representative of the school district. If you have questions, please contact the Other Programs Audit Unit at (916) 445-3156.*

SCHOOL DISTRICT	COUNTY
CONTACT PERSON	TELEPHONE NUMBER

**CERTIFICATES OF PARTICIPATION (COP)**

NON-PROFIT CORPORATION NAME OF COP	MAXIMUM PRINCIPAL AMOUNT ANTICIPATED \$
PURPOSE OF COP (project description from the official statement)	

**LEASE DESCRIPTION**

ANTICIPATED DATE OF SITE AND FACILITY LEASES	LEASE TERM (number of years)	MAXIMUM DATE OF LEASE (TERMINATION DATE)
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PROPERTY NAME AND/OR STREET ADDRESS

PROPERTY LEGAL DESCRIPTION (description of property being pledged in conjunction with the sale of the COP for which Lien Subordination is needed)

AUTHORIZED REPRESENTATIVE	TITLE	DATE
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